



USER GUIDE FOR SCDCA’S LICENSURE GATEWAY

INDIVIDUAL LICENSEES

Table of Contents

LOGGING INTO THE GATEWAY THE FIRST TIME 2

APPLYING FOR A LICENSE / CERTIFICATE OF AUTHORITY / REGISTRATION..... 5

EDITING YOUR CONTACT INFORMATION..... 7

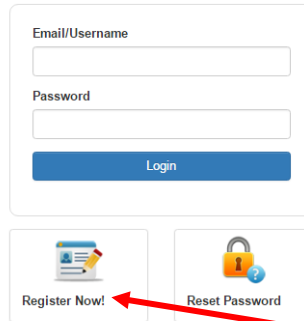
PRINTING CERTIFICATES 8

LOGGING INTO THE GATEWAY THE FIRST TIME

1. Go to <https://dcagateway.sc.gov/> . You will see the page below...

Welcome to the Licensure Gateway!

This system is used to provide a single portal to manage licenses and listings. It grants access to printable documents, change of address, online applications and many more features. The Gateway is used to submit all license applications and renewals.



Email/Username

Password

Login

Register Now!

Reset Password


2. If you have never logged into the system, then you will click on Register Now.
3. You will enter your name and email address. Then click Next.

Each licensee must register in the Licensure Gateway in order to submit applications and maintain licenses and information with the SCDCA. The secure server encrypts your personal information via Secure Sockets Layer (SSL).

Please enter the following information to create your user profile.

*Name:

First Middle Last Suffix

Email Address: 

Verify Email Address: 

**SCDCA may use your email address to communicate with you. Please keep this information current.*

Cancel

Next

4. You will choose a password, then click Next.

Create Account

Please create a Password to access your Gateway. Your Email/Username and Password ***MUST*** be used to access your Gateway. Keep this information in a secure place.

Name: Jim Copeland

Email/Username:

Password:

Verify Password:

[Previous](#) [Cancel](#) [Next](#)

5. You will verify the information, then click Next.

Verification

Please review the information below. If any changes need to be made, navigate to the applicable page and make changes. Once all information is correct, continue to create your account.

User Information

Name: Jim Copeland

Email Address / User Name: jim@test.com

[Previous](#) [Cancel](#) [Next](#)

6. You will receive a confirmation. Click Exit.

Confirmation

Your account has been successfully created. Be sure to print this page for your records.

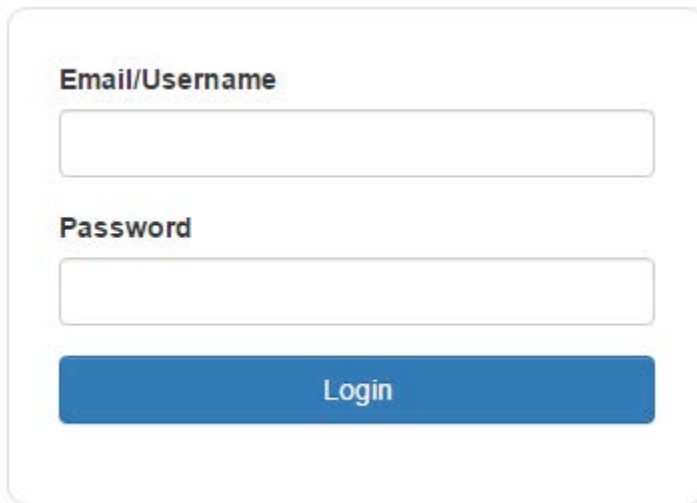
User Information

Name: Jim Copeland

Email Address / User Name: jim@test.com

[Exit](#)

7. Login with your email and password.



A login form with a light gray border and rounded corners. It contains two text input fields and a blue button. The first input field is labeled "Email/Username" and the second is labeled "Password". The button is labeled "Login".

Email/Username

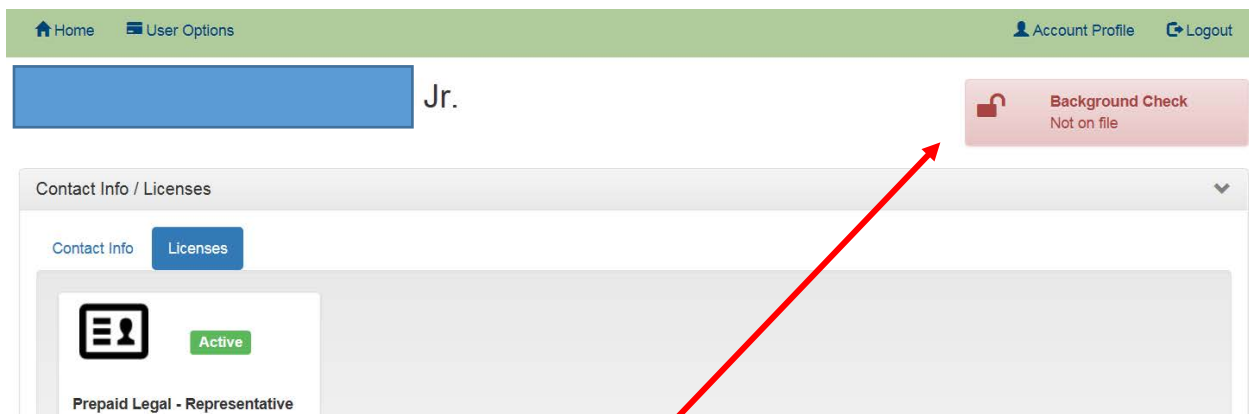
Password

Login

APPLYING FOR A LICENSE / CERTIFICATE OF AUTHORITY / REGISTRATION

SCDCA recommends that you have any required documents saved electronically on your computer so that you can upload them during the application process.

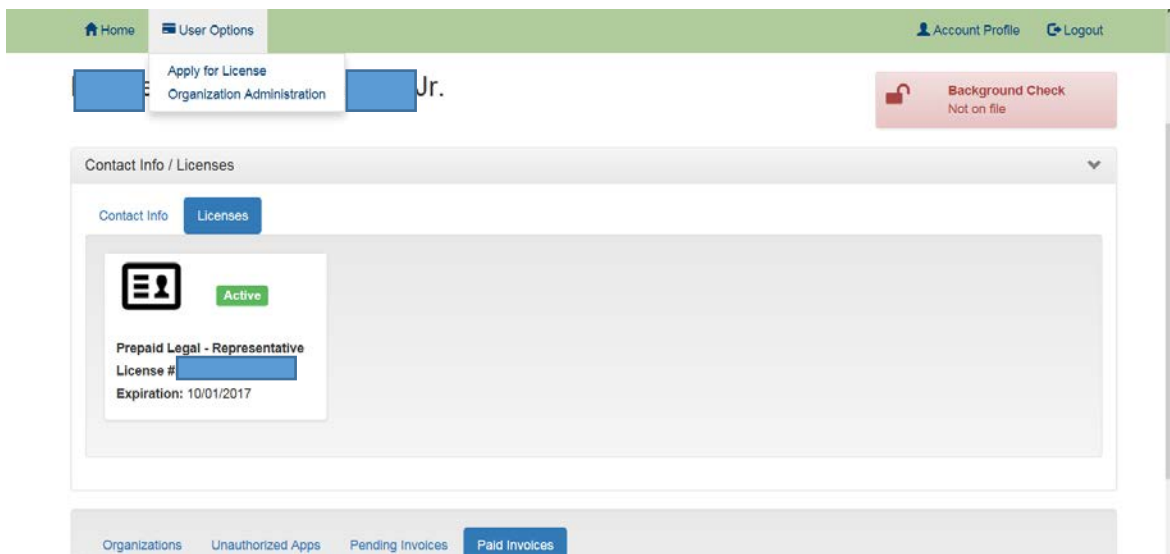
1. Once you have logged into the Licensure Gateway (see above instructions), you will immediately see your home page:



NOTES ABOUT BACKGROUND CHECK BUTTON

- You will be able to see whether SCDCA has a background check on file for you. If we do not, the button will be red. This does not mean you have to provide a background check.
- If you are required to submit background check information, that will be listed in the items required during the application process.

2. Click on User Options and then click on Apply for License

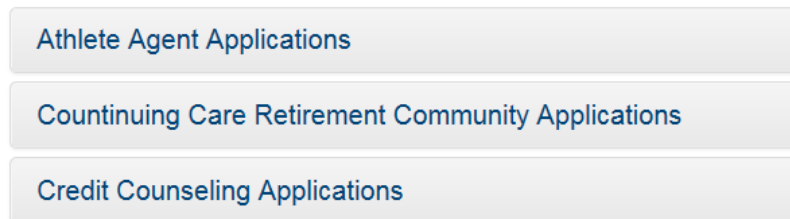


3. You will see a list of programs.



Application Home

Please select the Application Type, and then select the application.



4. Click on the program and then click on the proper license type. If you are trying to apply for a license that is not available, you will receive an error message and will need to submit the paper application available on our website at www.consumer.sc.gov.

Application Home

Please select the Application Type, and then select the application.



5. Follow the instructions and the system will walk you through the application process.

EDITING YOUR CONTACT INFORMATION

1. Once you have logged into the Licensure Gateway (see above instructions), you will immediately see your home page. Click on Contact Info.

The screenshot shows the top navigation bar with 'Home' and 'User Options' on the left, and 'Account Profile' and 'Logout' on the right. Below the navigation bar is a blue header area with a placeholder for a profile picture and the text 'Jr.'. To the right of this header is a red box with a lock icon and the text 'Background Check Not on file'. The main content area is titled 'Contact Info / Licenses' and contains two tabs: 'Contact Info' (which is circled in red) and 'Licenses'. Below the tabs is a card with a person icon, the word 'Active' in a green box, and the text 'Prepaid Legal - Representative'.

2. Click on Edit Contact Info.

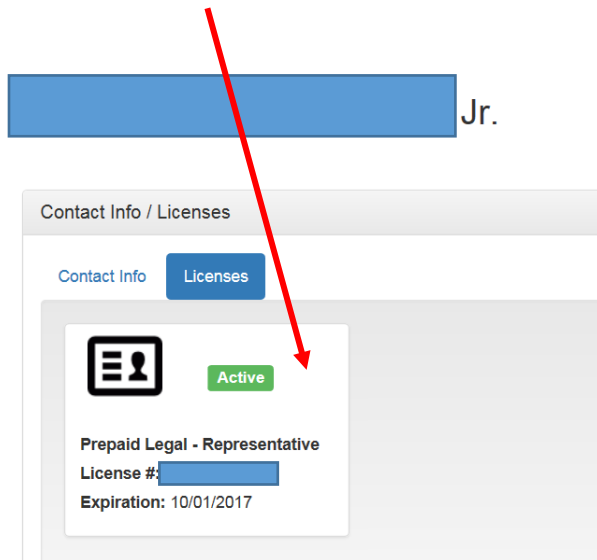
This screenshot shows the 'Contact Info / Licenses' page with the 'Contact Info' tab selected. The page displays various contact fields: Physical Address (1234 Main St, Apt 408, Columbia, SC 29205, Richland), Mailing Address (1234 Main St, Apt 408, Columbia, SC 29205, Richland), Home, Mobile, Work, Ext, Billing, Ext, Fax, Email (@test.com), Website, Facebook, Twitter, and LinkedIn. The 'Edit Contact Info' button in the top right corner is circled in red.

3. You can edit your Addresses, Contact Numbers, and Social Media by clicking on Edit.

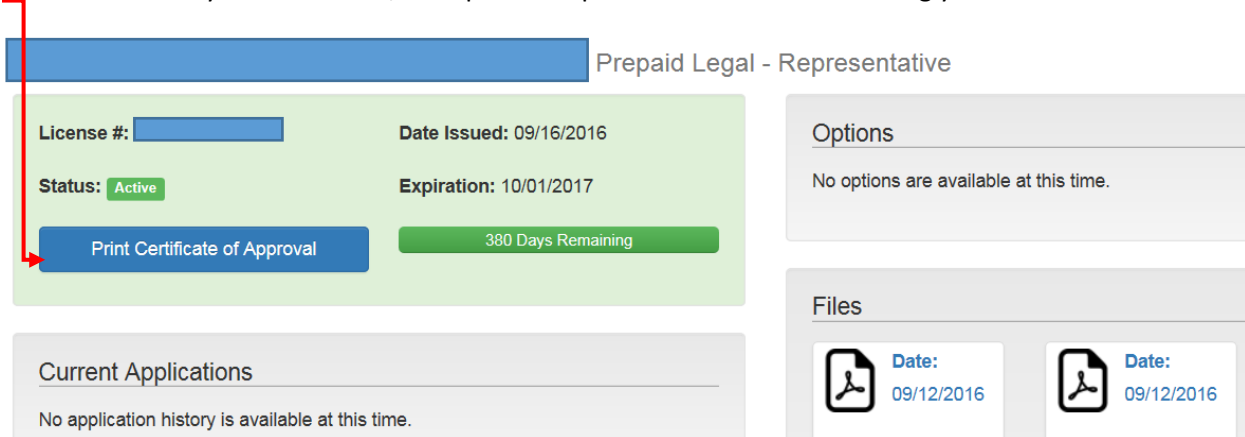
This screenshot shows three sections: 'Addresses', 'Contact Numbers', and 'Social Media'. The 'Addresses' section has three columns: Physical Address, Mailing Address, and Billing Address, each with an 'Edit' button circled in red. The 'Contact Numbers' section has fields for Home, Work, and Ext, with an 'Edit' button circled in red. The 'Social Media' section has fields for Website and Facebook, with an 'Edit' button circled in red.

PRINTING CERTIFICATES

If you click on the licenses tile:



the certificate page will load and you will see an option to Print Certificate of Approval. Click the blue button to access your Certificate, then print and post the Certificate accordingly.



On this page, you can also:

- See your current status and number of days until the license is scheduled to expire
- Open documents in your file, including confirmation of your application
- See your other applications